

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

Number: WIAB03-18

Date: August 22, 2003  
Expiration Date: 6/30/04  
69:43:is:7478

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: AMERICA'S JOBLINE®

This information bulletin contains some ideas for getting the word about America's Jobline® to staff in your agency so they can get the word out to jobseekers. Jobline® is a free public service provided by state agencies, including California, with assistance from the National Federation of the Blind (NFB) and the United States Department of Labor (DOL). Jobline® is an audio version of America's Job Bank (AJB), provided by telephone. This service is available 24 hours a day, seven days a week.

You will find ready-made materials for counselors to share with clients on the Jobline® Web site under Marketing Jobline®: [www.nfb.org/jobline/market.htm](http://www.nfb.org/jobline/market.htm). Two of the items have been prepared in several popular electronic formats for convenient bulk reproduction in either print or Braille:

- **Jobline®: Introducing Job Search by Phone**, a tri-fold brochure.
- **Jobline® Ready Reference Guide** a listing of phone numbers to access the available function.

Other ways to share information on Jobline® include:

- Provide in-service staff training about resources available to use with clients. You can request a very short video on America's Jobline® (5.5 minutes) that was produced by the NFB and the DOL. Please supply your address if you wish to receive a copy by mail. You may preview the video online at: [www.nfb.org/videotest.htm](http://www.nfb.org/videotest.htm). (Note: instead of presenting it at an in-service, you may find it easiest to send an e-mail to counselors noting this short video for their viewing.)
- Display materials in your One-stops: A colorful bulletin board poster is available in three sizes from regular typing paper, legal size paper, and a large display size (11x17). The smallest size poster fits normal typing paper and can be printed on your laser printer to place on staff and public area bulletin boards.

- Post a link on your agency's Web site from the words, "America's Jobline®" to the Jobline Web site at [www.nfb.org/jobline/enter.htm](http://www.nfb.org/jobline/enter.htm).

Here's a sample listing for an agency's Web site:

**America's Jobline® (attach link). 1-800-414-5748**

This is an audio version of AJB for job seekers, especially persons without computer access. Dial Jobline's toll-free number and follow the voice prompts to set up a personalized account. Only a touch-tone telephone keypad is necessary to access this service.

Here's a second sample listing:

**America's Jobline®:** Call 1-800-414-5748 and follow the voice prompts to search statewide or nationwide. Ready-Reference Guide available online at: [www.nfb.org/jobline/enter.htm](http://www.nfb.org/jobline/enter.htm)

- Give out Jobline® business cards: Print out oversized 3x5 inch business cards with the 800 number for Jobline® in large print on one side, and agency contact information on the other. Give to job developers and job counseling staff to hand out to jobseekers. One side might read like this:

**AMERICA'S JOB BANK**

[www.ajb.org](http://www.ajb.org), or call  
1-800-414-5748

Or:

**Search America's Job Bank  
Without a computer 24/7  
1-800-414-5748**

Or:

**1-800-414-5748  
AMERICA'S JOBLINE®**

- Write a press release indicating out that your agency has made this accessible job-hunting service available to everyone with a push button phone, and that no one needs a computer to search for jobs on the AJB Internet site or to create and send electronic résumés. This service is as valuable for those who do not have access to computers or have not yet learned to use them as it is for those who are blind or dyslexic.

The national contact person is:

Lorraine Rovig  
Jobline® Contact  
National Federation of the Blind  
Baltimore, Maryland  
410-659-9314, ext. 415  
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The Workforce Investment Division's contact person for this information bulletin is:

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We hope some of the ideas fit your situation. Please share your ideas and press releases with Lorraine Rovig (please include a copy to us) so that she may pass them on to your colleagues throughout the nation.

/S/ BOB HERMSMEIER  
Chief  
Workforce Investment Division